



Kentucky Transportation Cabinet
Office of Support Services
ROOM INFORMATION & LEASE AGREEMENT – STATE AGENCIES

TC 77-24
07/2010
Page 1 of 4

MONDAY-FRIDAY (8:00 a.m. – 4:30 p.m.)

The Transportation Cabinet Conference Center is managed by the Office of Support Services. In order to preserve the integrity of the Center, rules for its use must be observed. Please read this document carefully. Signing this lease agreement means you agree to abide by these rules. If you have any questions, please contact the Office of Support Services, Event Coordinator Supervisor at 502-564-7740. Strict enforcement of these rules will help preserve the Conference Center.

ROOM SEATING LIMITATIONS

*** Room reservations can be made no more than 90 days in advance.**

Auditorium (C105)	250	Computer Lab (C113)	16
Large Conference Room (C109 A & B)	28/ room can be divided	Hearing Room (C121)	24
Large Conference Room (C107 A & B)	36/room can be divided	Video Conference (C122)	24
Training Room (C117)	50	Medium Conference Room (C110)	14
Training Room (C118)	48	Small Conference Rooms (4)	5 seats

EQUIPMENT AVAILABILITY AND RENTAL COST (per booking date)

* A booking date constitutes any part of the day

Laptop/ Projector Podium w/microphone	TV/DVD/VCR Combo	Overhead/Slide Projector	Speakerphone	Video Conference Unit
\$100.00	\$25.00	\$25.00	\$25.00	\$100.00

Equipment is available on a “first-come, first serve” basis. Please request at least one week in advance. Conference phones are for local calls only. Long distance calls must be made via calling card or by using a toll free number.

FACILITY TERMS AND GUIDELINES FOR USE OF THE BUILDING

The TCOB Conference Center is available for meetings from 8:00 a.m. to 4:00 p.m. weekdays, excluding holidays. State Government agencies must pay charges using eMARS or, if applicable, via cashier’s check, money order, or agency-issued check made payable to the Kentucky State Treasurer. KYTC will prepare the internal ITI document and forward to the Lessee. If payment is not made through eMARS, checks should be forwarded to: Kentucky Transportation Cabinet Conference Center, 200 Mero Street, Room C101B, Frankfort, KY 40622.

- The Conference Center reserves the right to decide whether a prospective user’s event is appropriate to be held in its facility.
- Any person given access to KYTC’s Information Technology resources is considered an “Authorized User” and require acceptance of the policies we have in force.
- The cost of any damage to the Conference Center or its property/equipment incurred during its use will be billed to the agency.



Kentucky Transportation Cabinet
Office of Support Services
ROOM INFORMATION & LEASE AGREEMENT – STATE AGENCIES

TC 77-24
07/2010
Page 2 of 4

- Under no circumstances will users be allowed on the premises after hours without prior arrangement with the Office of Support Services. **Only staff members of the Kentucky Transportation Cabinet, Office of Support Services, may provide access to the building or grounds after hours.**
- Please follow all safety and emergency instructions provided by the on-site staff member(s).
- Public restrooms are located in the corridor of the Conference Center.
- **Parking is available in the east parking garage marked “visitor parking” or in the lot across the street or on the street.** Guests should not park in spaces marked “Reserved.” Handicap Accessible parking is available.

SMOKING

- The Kentucky Transportation Cabinet is a smoke-free building. No tobacco products are permitted in building. Smoking is permitted on the exterior porch across from the auditorium.

ELECTRICAL SERVICE

- **Electrical service on the property is limited.** Please check with Conference Center staff prior to the event to insure that accommodations can be provided.

EQUIPMENT & TELEPHONE AVAILABILITY

- Easels, flip-chart stands and dry erase markers are available for use by meeting participants at no additional charge. **No copy machine is available for use by meeting participants.**
- Meeting participants may use the telephone in the Conference Center Office for **toll free and local business calls only**. Conference Center staff will take phone messages for meeting participants and post them outside the appropriate meeting room. **Meetings will be interrupted for emergencies only.**

FOOD AND BEVERAGE

- **Subject to the Department of Parks’ standing right of first refusal** to provide catering services for Conference Center events, user may select a caterer of its choice, but only upon prior approval by the Office of Support Services.
- **With prior approval from the Conference Center, food may be served in the Conference Center Prep Room and meeting rooms only;** however, the Conference Center may reserve the right to make limitations. **No food or drink is permitted in the Auditorium.** All Conference Center furniture used for food service must be covered by table linens provided by the user and removed upon the conclusion of the event. The user should take necessary measures to prevent heat or water damage to tabletops.



Kentucky Transportation Cabinet
Office of Support Services
ROOM INFORMATION & LEASE AGREEMENT – STATE AGENCIES

TC 77-24
07/2010
Page 3 of 4

- ALL outside caterers will be required to have on file with the Office of Support Services current and appropriate documents pertaining to certification and licensing by a Kentucky county health department and any current business licenses issued by the City of Frankfort. Caterers must also provide proof of insurance listing the Kentucky Transportation Cabinet as an additional insured. No Exceptions. These documents must be presented **PRIOR** to the event-taking place at the facility. **No cooking of food is allowed on the premises.**
- **No alcoholic beverages are permitted on Transportation Cabinet Building property.**
- User or caterer will be responsible for cleaning all surfaces and disposing of trash (utilized in all food service and preparation areas) before user leaves the facility.
- A surcharge of up to \$100 may be required for each area of carpet soiled by food. The decision to impose this charge rests solely with the staff of the Conference Center.
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DECORATIONS AND RENTED EQUIPMENT

- Posters/displays/decorations – Nothing may be hung on the walls, furniture, windows, or doors using any type of tape, fastener or adhesive. Please use flipchart stands (provided upon request) or dry erase boards located in the room. Please consult Conference Center staff for safe alternatives.
- All decorations, floral arrangements and supplies must be removed from the premises following the scheduled event unless alternative arrangements have been made in writing prior to the event.
- ALL equipment (tables, chairs, linens, etc.), unless catered by the Department of Parks, must be set up and taken down by the user (or agents contracted by the user.) On-site staff will assist with the placement of equipment, but cannot load, unload, or set up rental equipment. Items should be delivered no sooner than **one day prior** to the scheduled event, unless the Conference Staff grants prior written approval.
- **Absolutely NO glitter or confetti may be used inside or outside the Conference Center.** This includes the use of decorative confetti and loose potpourri on tables. Please consult with Conference Center staff regarding any questionable items, including candles.

Please make arrangements to meet with a Conference Center staff member regarding your event well in advance so that we may be of assistance with any proposed set-up or arrangements, which may conflict with our guidelines.

Please make out-of town guest and any other staff for your event or meeting aware of the guidelines for KYTC Conference Center. You may wish to copy this document and give it to anyone who will be working with your event or meeting to ensure they understand our guidelines. Since the Lessee is ultimately responsible for the actions of these agents, good communication is basis to having a worry-free event.

ACKNOWLEDGEMENT



Kentucky Transportation Cabinet
Office of Support Services
ROOM INFORMATION & LEASE AGREEMENT – STATE AGENCIES

TC 77-24
07/2010
Page 4 of 4

It is hereby understood and agreed that the Applicant, a state agency, and the Kentucky Transportation Cabinet, a state agency, shall not be liable to any person or entity except as provided by Kentucky law. Any claim against the Applicant or the Transportation Cabinet by any person or entity shall be subject to review in the Board of Claims pursuant to KRS Chapter 44. Neither the Applicant nor the Kentucky Transportation Cabinet waive sovereign immunity by the terms of this agreement.

ACCEPTANCE

I request use of the described Commonwealth facilities based on the rules set forth above. I certify that I am an authorized representative of the state agency applying for permission to use the facilities and authorized to enter into this agreement.

“Contact” or “Host” Name: (include Agency and Phone Number):

Requested Event Date:

Time and Duration for Space:

Number of Attendees:

Title of Event:

Set-up Preference: (i.e. conference, classroom, and u-shape, hollow square)

Catering Services: Yes ☐ No ☐ (Dept. of Parks catering menu upon request)

***Please read applicable rules for food service on page 3 of agreement.

Equipment Rental: (TV/DVD/VCR, podium w/microphone, overhead, speakerphone, video conference unit) computer labs, auditorium and video room are equipped with laptop / projector; please specify if you wish to use provided equipment.

List inter-account billing code including contact name for KYTC equipment rental:

*When using computers labs, the leasing agency agrees to delete any software loaded for specific training. Special needs for software or program use will need prior approval through the Conference Center Coordinator. Persons given access to KYTC's Information Technology resources is considered an Authorized User and require acceptance of the policies we have in force. **Wireless connectivity is available, if your PC is not adaptable; plug Ethernet cable into PORT B; the orange outlet on the wall.***

Please sign and fax or mail this agreement to **Transportation Cabinet Conference Center, 200 Mero Street, Frankfort, KY 40622. If you have any questions, please email Jerita.colston@ky.gov Event Coordinator Supervisor or call 502-564-7740 / fax number 502-564-7741. Please let us know if you have special request and/or ADA needs.

SIGNATURE _____ DATE _____

Customer Notes: